

**TURNER FIRE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

November 18, 2021

7605 3rd St SE, Turner OR 97392

Meeting called to order by President Anderson, at 1834 hours. Board members in attendance were, Chuck Roberts, Mike Everitt, Ed Humber, and D. Craig Anderson. Absent: Claude Kennedy. Staff Present: Chief Jordan Donat, Rebecca Shivers Singleterry.

Flag Salute: yes.

Agenda: Agenda approved as presented with a motion by Director Humber, second by Director Everitt and unanimous 4 yea and 0 nays.

Minutes: The minutes for the October 14, 2021, regular meeting of the board were approved as with the following edit: Motion was made after return to regular session at 2005 hours by Director Kennedy to authorize the Personnel Committee to meet with Chief Donat to discuss changes to his contract, and when agreement is reached forward it to the district's counsel, Caleb Williams, for review. Motion was seconded by Director Everitt, and the motion passed unanimously. **Action:** *A motion to approve the Regular Board meeting minutes as corrected was made by Director Humber and Director Everitt seconded the motion and with no other discussion, the motion carried with 4 yea votes, 0 nay votes.*

Public Comment (agenda items): None.

Secretary/Treasurer's Report: in packet.

Board Committee Reports:

1. Board Policy Review Committee – No Report.
2. Budget Committee – No Report.
3. Personnel Committee – No Report.
4. Urban Renewal Committee Representative – No Report, noted the UR committee will meet next month.

Old Business:

1. Cedar Street vacation update – Chief Donat
 - a. Chief Donat stated nothing specific to report, working with TFD attorney and city of Turner attorney, planning to meet with the Land Use Committee; are moving forward. President Anderson expressed concern with district counsel timeline; dragging out the process, need to express urgency to our counsel. Discussion ensued and brief history of the process was given by Chief Donat to date; potential next steps with attorney to strategize.
2. Paramedic AO & Single Role paramedic hiring process – Chief Donat
 - a. Gave brief report about personnel leaving, and the three qualified candidates who participated in today's hiring assessment; all well qualified and very excited to bring

them back for Chief's interview next week. Discussion ensued on quality of candidates, providing competitive wages and compensation for recruiting top candidates.

New Business: none.

Chiefs Report:

1. Chief Donat gave a brief update on personnel hirings and temporary appointments:
 - a. Tommy Terrones has been assigned a temporary position as Admin Assistant EMT to assist with admin task, billing, and provide EMT daytime shift coverage.
 - b. Consideration of a temporary assignment for Office Manager with the district, this is in line with the strategic plan, preparing for next transitions in staffing with Business Manager moving to EMS and retiring in next 3-4 years.
 - c. We will begin recruitment in January and February to fill the temporary positions; the goal is to keep the district open for business now and then discuss how to best optimize the next hiring processes for the open positions. Discussion ensued with the board the best course of action, civil service committee and their role in the process.
2. Chief Donat discussed the open house in December, the volunteers are ready to get back to work in the community and while the event will be different, but still worthwhile and great for community.
3. The Urban Growth Boundary expansion with the City was discussed; the fire district is paying attention and at the table; a brief discussion ensued regarding the water supply, property location and basic information about the UGB in Turner.
4. Chief Donat shared there is a new City Manager in Turner, and we will begin working on a creating a foundational relationship with the new manager.
5. AFG Grant information was shared; we have lots of frustration after putting in time on application process with our grant writer, but no success in this last year-round; did share that Jon Remy will be writing the next AFG grant as our current grant writer has been overloaded between AFG and GEMT grants and paperwork around the state. Discussion ensued on how to write a successful grant, is there a perfect formula.

Volunteer Association: Written report was submitted by President Aaron Bales and read into the record (see copy in the board packet).

Information:

1. Correspondence – none.
2. Good of the Order – President Anderson discussed thanking Chief Remy and welcoming Chief Donat with congratulations on his promotion. Discussion ensued on how best to honor the changing of the fire chiefs; ideas were to do something at the breakfast in 2022; community letter as an option that would be written by the board and sent out in February 2022. Ideas continued to be considered; putting up signage before the breakfast is another idea. Board consensus is to have this added to the next meeting agenda to continue the discussion.

Public Comment (other than agenda items): none

Next Meeting: The next meeting in December to be dispensed with due to the Toy & Food Drive and to next meet on Thursday, January 20, 2022, at 6:30 pm for the regular board meeting; to be held at the fire station located at 7605 3rd St SE Turner unless otherwise stated in meeting notice.

Executive Session: The Turner Fire District Board of Directors moved to an executive session at 1952 hour, to consider contract negotiations be conducted in executive session. The executive session is being held pursuant to ORS 192.660(3). The board returned to regular session at 2004 hour.

Action: *A motion from Director Roberts to approve the contract for fire chief Jordan Donat with the salary retroactive to October 19, 2021 and motion seconded by Director Humber, motion carried unanimous with 4 yea and 0 nay votes.*

Adjourn Session: The regular meeting of the Board adjourned at 2014 hours. **Action:** *A motion to adjourn from Director Humber and motion seconded by Director Mike Everitt, motion carried unanimous with 4 yea and 0 nay votes.*

Board President

Board Director